

**INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT  
OFFICE OF AIR MANAGEMENT**

**Construction Checklist**

**Application Form Checklist**

Company Name	
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Check the appropriate box indicating whether or not each application form is **Applicable (A)** or **Not Applicable (N/A)** to the source's process operations. In order to reduce paper volume, the Office of Air Management requests that **only** those forms pertinent to the permit application be submitted. If neither box is checked, this will halt or prolong the construction permit review process.

A	N/A	Forms	A	N/A	Forms
		Form A-C-1 General Information			Form R-1 Tanks storing VOC and/or HAPs
		Form A-C-2 General Information			Form R-2 Tanks storing VOC and/or HAPs
		Form B Plant Layout and GEP Stack Height Information Sheet			Form S Portland Cement Manufacturing
		Form C Solid or Liquid Waste Incinerator Information			Form T Printing Press
		Form D-1 Combustion			Form U Sand and Gravel Processing Plant
		Form D-2 Combustion			Form V Nonmetallic Mineral Processing Plant
		Form E Process Information			Form W-1 Surface Coating and Accessory Solvents
		Form F Flow Diagram			Form W-2 Surface Coating and Accessory Solvents
		Form G Storage and Handling of Bulk Material			Forms W-3 and W-4 VOC Data Sheets
		Form H Process for Asphalt Plant			Form X Woodworking and Plastics Machining
		Form I Brick and Clay Products			Forms Y1-Y5 Air Toxic Pollutants
		Form J-1 Reciprocating Internal Combustion Engines			Form Z On-Site Soil Remediation
		Form J-2 Gas Turbine Engines			Form AA Fugitive Emissions from Vehicular Traffic
		Form K Concrete Batchers			Form BB-1 Pneumatic Blasting
		Form L Degreasing Operation			Form BB-2 Mechanical Blasting
		Form M Dry Cleaners			Form CC Welding and Oxygen Cutting of Metal
		Form N-1 Foundry Operations			Form DD Reinforced Plastics and Composites
		Form N-2 Foundry Operations			Form EE-1 Owners and Occupants Notified
		Form O Grain Elevators			Form EE-2 Affidavit of Applicability
		Form P Lime Manufacturing			Form EE-3 Affidavit of Nonapplicability
		Form Q-1 Particulate Control Equipment			Form FF Facility Identification
		Form Q-2 Thermal and Catalytic Oxidizers			Form GG Governmental Officials Notified

Forms A-C-1&2 provides the Office of Air Management with important information and should not be construed as irrelevant. The following requested information is necessary to determine applicable Indiana State Rules and assist in expediting the permitting process. Any **information missing** in the A-C-1&2 Forms will **halt** or **prolong** the review process.

1. **Company:** Self explanatory
2. **Phone number and fax number:** Self explanatory
3. Please note the A-C-1 Form requests a "**mailing address**" in order to correspond with applicants. The "mailing address" should not be confused with the "**address of source**" since the addresses may be different.
4. **Address of Source:** Provide all information requested on Form A-C-1. This is necessary to inform IDEM and public of the exact location.
5. **Person to contact:** Always include the company's official name in order to properly address registration and permit letters.. If your company is working with a consultant provide the consultant's name because the review process has been prolonged by corresponding with the company instead of the consultant.
6. Always provide the previous "**company's name and location change**" to expedite the background checks on permits, registrations, etc.
7. **Standard Industrial Classification Code:** Absolutely necessary for rule applicability purposes. (You may find the SIC Code by using the Standard Industrial Classification Manual available in public libraries).
8. **Describe the process equipment covered in this application:** Include any equipment modifications and/or additions. Supply a drawing or listing of the equipment.  
**Air pollution control equipment being installed:** Necessary to understand what is being constructed.
9. **Check the appropriate boxes:** The construction of new facility(ies) in an existing plant or changes at an existing facility(ies) may be referred to as a modification. Only report the equipment which is a change or an addition to the plant or facility. You may include equipment not previously permitted or registered.
10. If the construction is a modification, provide one extra copy of the existing air construction permit(s) or registration(s). This will help to expedite the permit and registration review process.
- 11 & 12. **Date construction "will and did start" or "will be or was" completed:** This is necessary to satisfy rule 326 IAC 2-1-3 (1)(2) which requires a schedule for construction and modification of said source or facility. If it is uncertain when construction will start and be completed please fill in estimated date. However, if you are certain when construction will start and be completed please fill in actual date. By informing the air permitting section whether or not the date provided is an estimate or actual construction date will help determine whether you are in compliance. You must provide a construction date even if the facility or source is already constructed.
13. **Date operation will or did begin:** You must provide an operation date even if the facility or source is already in operation. Again, if you are uncertain when construction will start and be completed, please check estimated. However, if you are certain when construction will start and be completed, please check actual.
14. **A copy of the application has been forwarded to:** 326 IAC 2-1,2-7,2-8 states "Each applicant shall place a copy of the permit application for public review at a library in the county where the construction is proposed. Each applicant shall provide the commissioner with the location of the library where the copy can be found."
15. **Did you complete preview construction checklist?** Check the appropriate box indicating whether or not each application form is Applicable (A) or Not Applicable (N/A) to the source's process operations. If neither box is checked, this will halt or prolong the construction permit review process.
16. **Each application must be signed:** In order to satisfy rule 326 IAC 2-1-3 (e) an authorized individual must sign the application whose signature constitutes agreement that the applicant assumes responsibility of assuring that the source, facility, or emission control equipment will be constructed and/or will operate in compliance with all applicable Indiana air pollution control rules. The application process **will be stopped** if signature and/or date is missing. Furthermore, the application **will be stopped** if a signature from a Notary Public is not submitted.

**INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT  
OFFICE OF AIR MANAGEMENT**

**Form A-C-1**

**CONSTRUCTION PERMIT APPLICATION**

**General Information**

1. Company name			
2. Phone No.		Fax No.	
3. Mailing address			
4. Address of source		County	

5. Person to contact: (should be an individual who is familiar with the submitted application)

Name of company official					
Title		Phone No.		Fax No.	
Name of consultant			Name of consulting firm		
Address of consulting firm					

6. Provide the company's prior name and location if a change has occurred in the past six (6) years:

Name	
Location	

7. Standard Industrial Classification Code: (If you do not know the SIC Code, a short description of the business will do).

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8. Describe the process equipment covered in this application:

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Air pollution control equipment being installed:

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9. Check the appropriate boxes: (more than one may be checked)

Constructing an entirely new plant	<input type="checkbox"/>	New facility(ies) in an existing plant	<input type="checkbox"/>	Changes at an existing facility(ies)	<input type="checkbox"/>
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10. If the application is to modify an existing plant or facility, please provide a copy of any previously issued air construction permit(s)/registration(s) associated with this modification.

11. Date construction will or did start Mo./Day/Yr.	12. Date construction will be or was completed Mo./Day/Yr.	13. Date operation will or did begin Mo./Day/Yr.
Act.	Act.	Act.
Est.	Est.	Est.

14. A copy of the application has been forwarded to:

Library's name	
Address	
Phone number	

- 15.

Did you complete the preview construction checklist? yes or no	
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16. I hereby certify that the information submitted this day of \_\_\_\_\_, 19 \_\_\_\_ is true and complete to the best of my knowledge.

Signature of applicant		Title	
Print name of applicant			

17. Before me a Notary Public in and for said County and State, personally appeared \_\_\_\_\_, and being first duly sworn by me upon oath, says that the facts stated in the foregoing instrument are true. Signed and sealed this \_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

Signature of Notary Public	
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My Commission Expires	
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Residence of :	County:
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INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT  
OFFICE OF AIR MANAGEMENT

Form B

**Plant Layout and GEP\* Stack Height Information Sheet**

Form B provides the Modeling and Permitting sections with the appropriate information for determining potential emissions. Please use this page as a check list. If you do not provide the necessary information applicable to your source, the application process **will be stopped**.

1. You **must** provide drawings. Each one **must** be to scale, with the actual scale shown. All dimensions and units **must** be clearly indicated with a brief explanation of what is being shown. Include the following:

Check each item when completed

- A. ☐ (feet) Building height(s)
- B. ☐ (feet) Building width(s)
- C. ☐ (feet) Building length(s)
- D. ☐ (feet) Surrounding building(s) dimensions and heights
- F. ☐ (feet) Building(s) distance to property lines
- E. ☐ (feet) Indicate any access-limiting features such as fences
- G. ☐ (feet) Distance to the nearest residence
- H. ☐ Provide Universal Transverse Mercator coordinates of stack(s) or of building/property or latitude/longitude (if available)

2. You **must** show the location of all applicable emission points and identify each one. Points required but not limited to:

- A. ☐ Exhaust stacks  
(include stack identification numbers)
- B. ☐ Roof monitors
- C. ☐ Control devices
- D. ☐ Process vents  
(horizontal discharge, vertical discharge, center height of vent)

Identify each of these emission points under "Stack Identification" on the appropriate forms.

3. You **must** show the following:

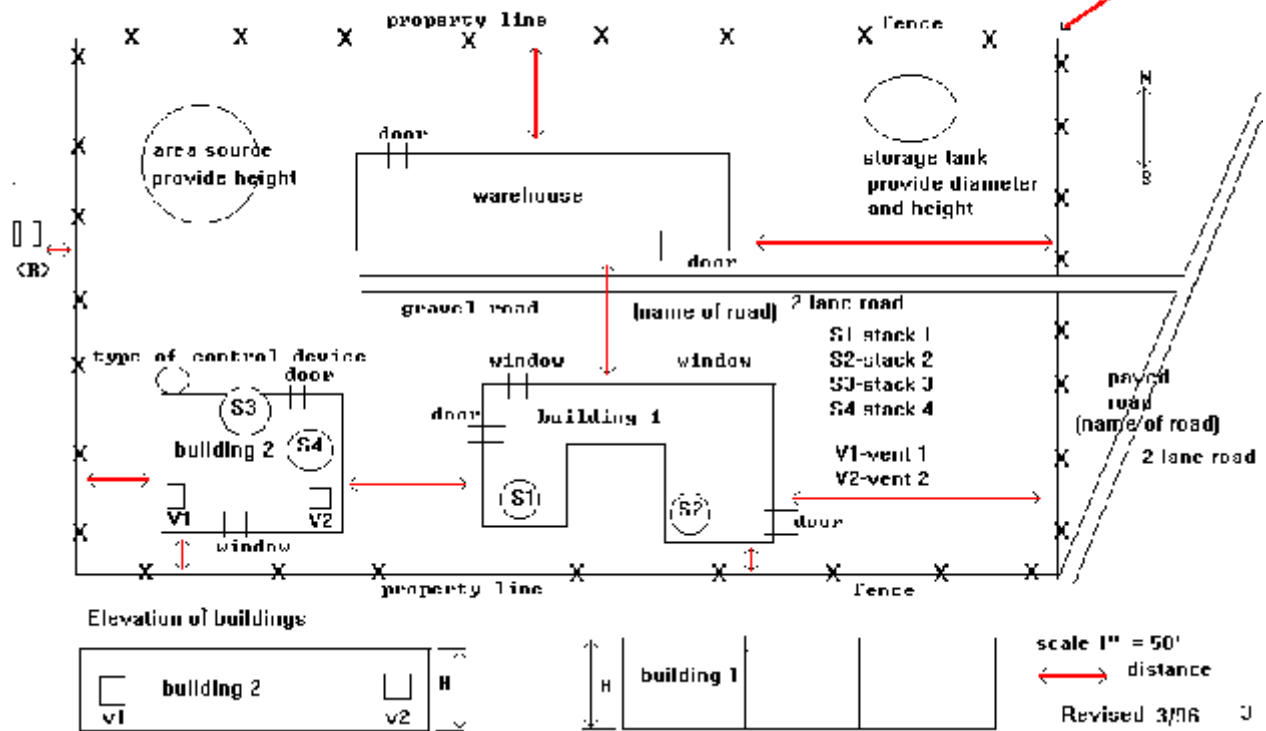
- A. ☐ All roadways
- B. ☐ Description of roadway surfaces  
(gravel, dirt, paved, etc.)
- C. ☐ Indicate number of lanes

4. You **must** include a compass pointing north

If fugitive dust is created inside the building then include all doors and/or windows which would allow fugitive dust to escape.

The construction permitting section has provided an example of a source layout. This is only an example and has not been drawn to scale. You are not limited to this illustration; add any information you feel necessary. The layout is very important to the Air Management Modelers, thus accuracy is important. It would be helpful to the modelers if you would provide the building's(s') measurements and indicate the location for the proposed permitted facility (ies) on the plant layout.

\*GEP: Good Engineering Practice as defined by 326 IAC 1-7-3.



## Process Information

### 1. Type of material used:

Please list materials used in the process and the rate at which you use the materials. This is important in deriving the potential emissions. Please use another Form E if you have more than six (6) materials being used in the process.

### 2. Finished product:

Please provide the normal amount and maximum amount of products produced in pounds per hour. If you are unable to provide an accurate amount of products produced in an hour, then an estimate will do.

### 3. Process and control equipment:

These equipments listed in Form E must be consistent with Form F, unless the permit or registration is a proposed modification. In order to write a permit/registration approval letter accurately, it is imperative to list all the equipment involved. *(Include only equipment involved in the new construction or modification).*

### 4. Type of Air Pollution Control:

Clearly indicate what pollution control device you are installing such as a baghouse, cyclone, wet scrubber, etc. and the efficiency of the control equipment and afterburners (Form Q-2).

**INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT  
OFFICE OF AIR MANAGEMENT**

**Form E**

**Process Information**

Product (s) produced	
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1. Raw material rate (Please use additional sheets if necessary)

Type of material used	Normal rate (lbs/hr)	Maximum rate (lbs/hr)

2. Finished product

Normal \_\_\_\_\_ lbs/hr Maximum \_\_\_\_\_ lbs/hr

3. Process and emission control equipment - List each facility. This list of facilities should be consistent with the flow diagram on Form F. (Use an additional sheet if necessary.)


4. Type of air pollution control \_\_\_\_\_ (Must be consistent with Form Q)

A. Efficiency of emission control equipment \_\_\_\_\_

B. For dry collectors tons/year collected \_\_\_\_\_

***Actual hours of operation:***

Hours/day	Days/week	Weeks/year

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT  
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Form F

**Flow Diagram**

This permit application must include a simple flow diagram of the operation. The purpose of the flow diagram is to understand the process and potential emission points. Please use this form as a check list. Any **information missing** in Form F will **halt** or **prolong** the review process. Duplicate the form if needed.

**Include all applicable information in the flow diagram:**

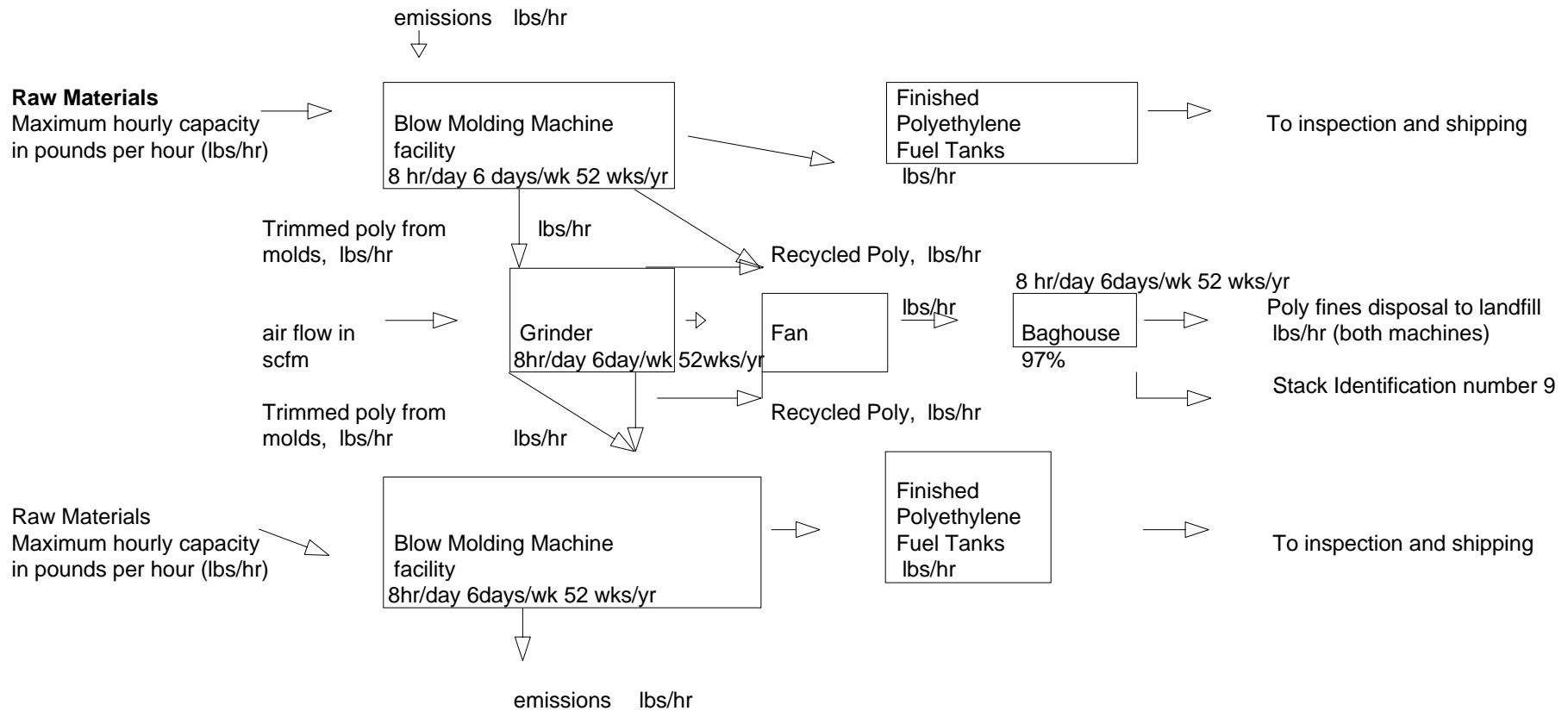
**Check each item when completed:**

1. \_\_\_ State the raw material input in lbs/hr
2. \_\_\_ State the maximum hourly capacity of each step of the operation in lbs/hr
3. \_\_\_ Show all equipment, emitting pollutants, used in the process and show each emission point in succession
4. \_\_\_ Indicate additions and modifications to an existing process
5. \_\_\_ Show location of stacks (include stack identification)
6. \_\_\_ Show location and process which the air pollution control (APC) equipment abates
7. \_\_\_ **\*Important\*** Indicate the *actual* operation schedule for *each* facility being registered or permitted since operation hours may differ. Indicate actual operating hours in:  
*hours/day, days/week and weeks/year*

**Stack\* Data**

Stack ID	Briefly indicate which process/equipment emissions belongs to each stack	Height feet above ground	Diameter (feet inside)	Gas discharge temp. (°F)	Gas flow rate (acfm)

Note: An example of a flow diagram has been provided in the instructions. This is only an example. You may include additional information that you feel is necessary.



**INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT  
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**Form Y1**

**Air Toxic Pollutants**

Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Place an "X" beside each compound listed on forms Y1 through Y5 that will be emitted into the air from the equipment covered in this application, and determine the maximum emission rate for each compound. Attach **Sections I, II, and III (only)** of Material Safety Data Sheets (MSDS) for each toxic containing material. List all emission points (as identified on the site plot plan) for each compound. **Include stack parameters for each listed air toxic emission point on the appropriate form.**

X	CAS Number	Chemical Name	Emission Point	Maximum emission rate before control (lbs/hr)
	00075070	Acetaldehyde		
	00060355	Acetamide		
	00075058	Acetonitrile		
	00098862	Acetophenone		
	00053963	2-Acetylaminofluorene		
	00107028	Acrolein		
	00079061	Acrylamide		
	00079107	Acrylic Acid		
	00107131	Acrylonitrile		
	00107051	Allyl chloride		
	00092671	4-Aminodiphenyl		
	00062533	Aniline		
	00090040	o-Anisidine		
	01332214	Asbestos		
	00071432	Benzene (including from gasoline)		
	00092875	Benzidine		
	00098077	Benzotrachloride		
	00100447	Benzyl chloride		
	00092524	Biphenyl		
	00117817	Bis (2-ethylhexyl) phthalate (DEHP)		
	00542881	Bis (chloromethyl) ether		
	00075252	Bromoform		
	00106990	1,3-Butadiene		
	00156627	Calcium cyanamide		
	00105602	Caprolactam		
	00133062	Captan		
	00063252	Carbaryl		
	00075150	Carbon disulfide		
	00056235	Carbon tetrachloride		
	00463581	Carbonyl sulfide		
	00120809	Catechol (1,2-dihydroxylbenzene)		
	00133904	Chloramben		
	00057749	Chlordane		

## Air Toxic Pollutants (continued)

Form Y2

	07782505	Chlorine		
	00079118	Chloroacetic acid		
	00532274	2-Chloroacetophenone		
	00108907	Chlorobenzene		
	00510156	Chlorobenzilate		
	00067663	Chloroform		
	00107302	Chloromethyl methyl ether		
	00126998	Chloroprene		
	01319773	Cresols/Cresylic Acid (isomers and mixtures)		
	00095487	o-Cresol		
	00108394	m-Cresol		
	00106445	p-Cresol		
	00098828	Cumene		
	00094757	2,4-D, (2,4-Dichlorophenoxyacetic acid, including salts and esters)		
	00072559	DDE (1,1-Dichloro-2,2-bis (p-chlorophenyl) ethylene		
	00334883	Diazomethane		
	00132649	Dibenzofuran		
	00096128	1,2-Dibromo-3-chloropropane		
	00084742	Dibutylphthalate		
	00106467	1,4-Dichlorobenzene		
	00091941	3,3'-Dichlorobenzidine		
	00111444	Dichloroethyl ether [Bis (2-chloroethyl) ether]		
	00542756	1,3-Dichloropropene		
	00062737	Dichlorvos (DDVP)		
	00111422	Diethanolamine		
	00121697	N,N-Dimethylaniline		
	00064675	Diethyl sulfate		
	00119904	3,3'-Dimethoxybenzidine		
	00060117	Dimethyl aminoazobenzene		
	00119937	3,3'-Dimethylbenzidine		
	00079447	Dimethylcarbamoyl chloride		
	00068122	Dimethylformamide		
	00057147	1,1-Dimethylhydrazine		
	00131113	Dimethyl phthalate		
	00077781	Dimethyl Sulfate, 4,6-Dinitro-o-cresol, and salts		
	00051285	2,4-Dinitrophenol		
	00121142	2,4-Dinitrotoluene		
	00123911	1,4-Dioxane (1,4-Diethyleneoxide)		
	00122667	1,2-Diphenylhydrazine		
	00106898	Epichlorohydrin (1-Chloro-2,3-epoxypropane)		
	00106887	1,2-Epoxybutane		
	00140885	Ethyl acrylate		
	00100414	Ethylbenzene		
	00051796	Ethyl carbamate (Urethane)		

	00075003	Ethyl chloride (Chloroethane)		
	00106934	Ethylene dibromide (Dibromoethane)		
	00107062	Ethylene dichloride (1,2-Dichloroethane)		
	00107211	Ethylene Glycol		
	00151564	Ethyleneimine (Aziridine)		
	00075218	Ethylene Oxide		
	00096457	Ethylene thiourea		
	00075343	Ethylidene dichloride(1,1-Dichloroethane)		
	00050000	Formaldehyde		
	00076448	Heptachlor		
	00118741	Hexachlorobenzene		
	00087683	Hexachlorobutadiene		
	00058899	1,2,3,4,5,6-Hexachlorocyclohexane (all stereo isomers, including Lindane)		
	00077474	Hexachlorocyclopentadiene		
	00067721	Hexachloroethane		
	00822060	Hexamethylene-1,6-diisocyanate		
	00680319	Hexamethylphosphoramide		
	00110543	Hexane		
	00302012	Hydrazine		
	07647010	Hydrochloric acid [Hydrogen chloride (gas only)]		
	07664393	Hydrogen fluoride (Hydrofluoric acid)		
	00123319	Hydroquinone		
	00078591	Isophorone		
	00108316	Maleic anhydride		
	00067561	Methanol		
	00072435	Methoxychlor		
	00074839	Methyl Bromide (Bromomethane)		
	00074873	Methyl chloride (Chloromethane)		
	00071556	Methyl Chloroform (1,1,1-Trichloroethane)		
	00078933	Methyl ethyl ketone (2-Butanone)		
	00060344	Methylhydrazine		
	00074884	Methyliodide (Iodomethane)		
	00108101	Methyl isobutyl ketone (Hexone)		
	00624839	Methyl isocyanate		
	00080626	Methyl methacrylate		
	01634044	Methyl tert-butyl ether		
	00101144	4,4-Methylenebis(2-chloroaniline)		
	00075092	Methylene chloride (Dichloromethane)		
	00101688	4-4' Methylenebisphenyl diisocyanate (MDI)		
	00101779	4,4-Methylenedianiline		
	00091203	Naphthalene		
	00098953	Nitrobenzene		
	00092933	4-Nitrobiphenyl		
	00100027	4-Nitrophenol		
	00079469	2-Nitropropane		
	00684935	N-Nitroso-N-methylurea		

	00062759	N-Nitrosodimethylamine		
	00059892	N-Nitrosomorpholine		
	00056382	Parathion		
	00082688	Pentachloronitrobenzene (Quintobenzene)		
	00087865	Pentachlorophenol		
	00108952	Phenol		
	00106503	p-Phenylenediamine		
	00075445	Phosgene		
	07803512	Phosphine		
	07723140	Phosphorus		
	00085449	Phthalic anhydride		
	01336363	Polychlorinated biphenyls (Aroclors)		
	01120714	1,3-Propane sultone		
	00057578	beta-Propiolactone		
	00123386	Propionaldehyde		
	00114261	Propoxur (Baygon)		
	00078875	Propylene dichloride (1,2-Dichloropropane)		
	00075569	Propylene Oxide		
	00075558	1,2-Propylenimine (2-Methyl aziridine)		
	00091225	Quinoline		
	00106514	Quinone		
	00100425	Styrene		
	00096093	Styrene Oxide		
	01746016	2,3,7,8-Tetrachlorodibenzo-p-dioxin		
	00079345	1,1,2,2-Tetrachloroethane		
	00127184	Tetrachloroethylene (Perchloroethylene)		
	07550450	Titanium tetrachloride		
	00108883	Toluene		
	00095807	2,4-Toluenediamine		
	00584849	2,4-Toluene diisocyanate		
	00095534	o-Toluidine		
	08001352	Toxaphene (chlorinated camphene)		
	00120821	1,2,4-Trichlorobenzene		
	00079005	1,1,2-Trichloroethane		
	00079016	Trichloroethylene		
	00095954	2,4,5-Trichlorophenol		
	00088062	2,4,6-Trichlorophenol		
	00121448	Triethylamine		
	01582098	Trifluralin		
	00540841	2,2,4-Trimethylpentane		
	00108054	Vinyl acetate		
	00593602	Vinyl bromide		
	00075014	Vinyl chloride		
	00075354	Vinylidene chloride (1,1-Dichloroethylene)		
	01330207	Xylenes (isomers and mixtures)		
	00095476	o-Xylene		
	00108383	m-Xylene		
	00106423	p-Xylene		

		Antimony Compounds		
		Arsenic Compounds (inorganic including arsine)		
		Beryllium Compounds		
		Cadmium Compounds		
		Chromium Compounds		
		Cobalt Compounds		
		Coke Oven Emissions		
		Cyanide Compounds <sup>1</sup>		
		Glycol Ethers <sup>2</sup>		
		Lead Compounds		
		Manganese Compounds		
		Mercury Compounds		
		Fine Mineral Fibers <sup>3</sup>		
		Nickel Compounds		
		Polycyclic Organic Matter <sup>4</sup>		
		Radionuclides (Including Radon) <sup>5</sup>		
		Selenium Compounds		
		<b>None of the compounds listed under Air Toxic Pollutants will be emitted from the equipment listed in this application.</b>		

NOTE: FOR ALL LISTINGS ABOVE WHICH CONTAIN THE WORD "COMPOUNDS" AND FOR GLYCOL ETHERS, THE FOLLOWING APPLIES: UNLESS OTHERWISE SPECIFIED, THESE LISTINGS ARE DEFINED AS INCLUDING ANY UNIQUE CHEMICAL SUBSTANCE THAT CONTAINS THE NAMED CHEMICAL (i.e., antimony, arsenic, etc.) AS PART OF THAT CHEMICAL'S INFRASTRUCTURE.

<sup>1</sup> X'CN where X=H' or any other group where a formal dissociation may occur. For example KCN or Ca(CN)<sub>2</sub>

<sup>2</sup> includes mono- and di- ethers of ethylene glycol, diethylene glycol, and triethylene glycol R-(OCH<sub>2</sub>CH<sub>2</sub>)<sub>n</sub>-OR' where: n=1, 2, or 3; R= alkyl or aryl groups; and R' = R, H, or groups which, when removed, yield glycol ethers with the structure R-(OCH<sub>2</sub>CH<sub>2</sub>)<sub>n</sub>-OH. Polymers are excluded from the glycol category.

<sup>3</sup> includes mineral fiber emissions from facilities manufacturing or processing glass, rock, or slag fibers (or other mineral derived fibers) of average diameter 1 micrometer or less.

<sup>4</sup> limited to, or refers to, products from incomplete combustion of organic compounds (or material) and pyrolysis processes having more than one (1) benzene ring, and which have a boiling point greater than or equal to 100 degrees Celsius.

<sup>5</sup> A type of atom which spontaneously undergoes radioactive decay.

## OWNERS and OCCUPANTS NOTIFIED

Form EE-1

If this statutory requirement (written below) applies to the facilities subject to this application, complete Form EE-1 (Owners and Occupants Notified) **along with** Form EE-2 (IC 13-7-10-1.1 Affidavit of Notification). If this statutory requirement **does not apply**, complete Form EE-3 **only** (IC 13-7-10-1.1 Affidavit of Nonapplicability).

IC 13-7-10-1.1 requires that certain applicants comply with its notification provisions. The text of this section is cited below.

IC 13-7-10-1.1 Undeveloped property; notice to owners and occupants of adjoining land; exceptions

Sec. 1.1. (a) This section applies as follows:

This section applies to an application for a permit issued under section 1 of this chapter upon property:

- (A) that is undeveloped; or
- (B) for which a valid existing permit has not been issued.

(2) This section does not apply to an application for a permit issued under section 1 of this chapter if the permit is for the construction, installation, or modification of any of the following:

- (A) A combined sewer.
- (B) A sanitary sewer.
- (C) A storm sewer.
- (D) A public water supply.
- (E) A water main extension.

(b) Not more than ten (10) working days after submitting an application for a permit issued under section 1 of this chapter, the person that submitted the application for the permit shall make a reasonable effort to provide notice:

- (1) to all owners of land that adjoins the land that is the subject of the permit application; or
- (2) if the owner of land that adjoins the land that is the subject of the permit application does not occupy the land, to all occupants of the land; that the person has submitted the application for the permit.

(c) The notice provided by a person under subsection (b) shall:

- (1) be in writing;
- (2) include the date on which the application for the permit was submitted to the department; and
- (3) include a brief description of the subject of the application.

(d) A person that submits an application for a permit under section 1 of this chapter shall pay the costs of complying with section. *As added by P.L. 159-1993, SEC.2.*

Name:	Name:
Address:	Address:
Date notified    /    /    Method of notification	Date notified    /    /    Method of notification
Name:	Name:
Address:	Address:
Date notified    /    /    Method of notification	Date notified    /    /    Method of notification
Name:	Name:
Address:	Address:
Date notified    /    /    Method of notification	Date notified    /    /    Method of notification
Name:	Name:
Address:	Address:
Date notified    /    /    Method of notification	Date notified    /    /    Method of notification

**AFFIDAVIT of APPLICABILITY**

\_\_\_\_\_, being first duly sworn upon oath, deposes and says:

1. I live in \_\_\_\_\_ County, State of \_\_\_\_\_, and being of sound mind and over twenty-one (21) years of age, I am competent to give this affidavit.
2. I hold the position of \_\_\_\_\_ for \_\_\_\_\_ (permit applicant's or facility's name).
3. By virtue of my position with \_\_\_\_\_ (permit applicant's name), I am authorized to make the representation contained in this affidavit on behalf of the facility.
4. I understand that the notice requirements of Ind. Code § 13-7-10-1.1 applies to \_\_\_\_\_ (permit applicant's or facility's name) for purposes of the accompanying permit application.
5. As required by Ind. Code § 13-7-10-1.1, the permit applicant will send written notice to adjacent landowners not more than ten (10) days after submission of the accompanying application for \_\_\_\_\_  
(briefly describe type of permit application) filed on behalf of \_\_\_\_\_  
(permit applicant's or facility's name).

Further Affiant Saith Not.

I affirm under the penalty for perjury that the representations contained in this affidavit are true, to the best of my information and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
signature of affiant

\_\_\_\_\_  
printed name

STATE OF \_\_\_\_\_ )

)

COUNTY OF \_\_\_\_\_ )

Before me a notary Public in and for said County and State, personally appeared \_\_\_\_\_, and being first duly sworn by me upon oath, says that the fact stated in the foregoing instrument are true. Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_.

\_\_\_\_\_  
Printed: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Residence of \_\_\_\_\_ County

**AFFIDAVIT of NONAPPLICABILITY**

\_\_\_\_\_, being first duly sworn upon oath, deposes and says:

1. I live in \_\_\_\_\_ County, State of \_\_\_\_\_, and being of sound mind and over twenty-one (21) years of age, I am competent to give this affidavit.
2. I hold the position of \_\_\_\_\_ for \_\_\_\_\_ (permit applicant's or facility's name).
3. By virtue of my position with \_\_\_\_\_ (permit applicant's name), I am authorized to make the representation contained in this affidavit on behalf of the facility.
4. I understand that the notice requirements of Ind. Code § 13-7-10-1.1 do not apply to \_\_\_\_\_ (permit applicant's or facility's name) for purposes of the accompanying permit application.

Further Affiant Saith Not.

I affirm under the penalty for perjury that the representations contained in this affidavit are true, to the best of my information and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
signature of affiant

\_\_\_\_\_  
printed name

STATE OF \_\_\_\_\_ )

)

COUNTY OF \_\_\_\_\_ )

Before me a notary Public in and for said County and State, personally appeared \_\_\_\_\_, and being first duly sworn by me upon oath, says that the fact stated in the foregoing instrument are true. Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_.

\_\_\_\_\_  
Printed: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Residence of \_\_\_\_\_ County

## Facility Identification

You must submit the facility identification number to reduce confusion. It continues to be a problem for inspectors or new owners of an existing source to distinguish between permitted facilities from non-permitted facilities due to inadequate reporting. To eliminate this problem use the company ID number, serial number, make, and model number to identify facility(s) being permitted. Furthermore, to be consistent and reduce confusion use the chosen identification number throughout the application (where applicable). For instance the flow diagram and the plant layout identifications would need to correlate.

If the serial number, make and model number are **not available or burdensome** to get to alternate descriptions may be used, as long as the descriptions are sufficient to allow field identification. The focus will be the ease with which an inspector can accurately identify emission units during field inspections using the alternative descriptions. We will accept current in plant usage for identifying each unit providing this has been formalized by signs, plant layout drawings, etc.

An example has been provided:

You want to permit a stress relief furnace. First fill out Form D "combustion" then fill out Form FF providing as much information as requested on Form FF.

Facility & maximum capacity	Company ID number	Serial number	Make	Model number
Stress relief furnace 7.7 mmBtu/hr	124	99999c9999	Master Furnace	B99999-94

**INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT  
OFFICE OF AIR MANAGEMENT**

**Form FF**

**Facility Identification**

It is important to submit the correct facility identification, currently being permitted. By providing this information you will help to eliminate future confusion concerning which facility has been permitted. Not submitting this information will **halt** or **prolong** the review process. Please refer to instruction for more detail information.

Facility & maximum capacity	Company ID number	Serial number	Make	Model number

## Governmental Officials Notified

Pursuant to IC 13-7-3-18 IDEM is required to notify the following parties upon receipt of your permit application:

- (1) the board of county commissioners of a county that is affected by the permit application;
- (2) the mayor of a city that is affected by the permit application; and
- (3) the president of a town council of a town that is affected by the permit application.

This statute also authorizes the department to require a person submitting a permit application to provide information to facilitate implementation of the notice procedure. Pursuant this statutory authority IDEM is requesting that you include in your completed permit application a list of government officials entitled to receive notice of your permit application. At a minimum you should provide the name and address of:

- (1) the board of county commissioners of the county in which the facility is or will be located;
- (2) the mayor of the city in which the facility is located (if applicable); and
- (3) the president of the town in which the facility is located (if applicable).

You should also consider providing the names and addresses of the appropriate government officials of counties, cities or towns adjacent to the facility location if adjacent municipalities expressed an interest in the permit or if emissions from the facility would affect adjacent municipalities. IDEM retains the option to expand the list of affected parties provided by you or to request additional research by you to ascertain affected parties. Your permit application will not be considered complete until the agency receives the list of affected parties as required by state law.

Name: Title:	Name: Title:
Address:	Address:
Date notified    /    /    Method of notification	Date notified    /    /    Method of notification
Name: Title:	Name: Title:
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